EMERSONS GREEN
TOWN COUNCIL

198 Westerleigh Road, Emersons Green, Bristol, South Gloucestershire, BS16 7AN
Town Clerk: Joanne Bryant **Email:** clerk@emersonsgreen-tc.gov.uk **Tel:** 0117 3026989

23rd of September 2026

To Councillors: Simon Budd, Colin Hunt, Rachael Hunt, Graham Hutter, Tina Potter, Tracy Cannard and Eli Akatwijuka.

Dear Councillors,

You are hereby summoned to a meeting of the **Planning Committee** of Emersons Green Town Council to be held in **The Council Chamber of Emersons Green Town Council** on **Tuesday the 28th of September 2026 commencing at 1030hrs** for the transaction of the business on the **agenda attached.**

For your convenience, I have attached some useful guidance notes should any of your constituents wish to attend the meeting.

After the meeting, there will be the usual opportunity to share parish notices and other useful information with colleagues.

Of course, if you cannot attend for any reason then please send me your apologies by letter or email.

Joanne Bryant

Joanne Bryant PSLCC CiLCA
Town Clerk

Members are reminded that this Council has a legal *duty* to consider the following legislation in the exercise of all its functions: The Freedom of Information Act 2000, The Data Protection Act 1998 & The Equality Act 2010. In addition, the Council has a *duty* to comply with the Local Government Transparency Code (2015). Furthermore, in carrying out the Council's functions, this Council *must* consider the impact of all decisions on reducing crime and disorder in the area and have regard to the protection of biodiversity. Finally, a Code of Conduct has been adopted by this Council for members to follow.

Emersons Green Town Council Meetings

Guidance Notes

Recording of Council Meetings

In accordance with The Openness of Local Government Bodies Regulations 2014, all Emersons Green Town Council meetings are open to the public and may be recorded.
All forms of recording and use of social media are permitted during our meetings, which are always open to the public.

However, as a matter of courtesy and practicality, we kindly request that visitors wishing to record a meeting provide as much advance notice as possible. Our Council Chamber has limited space, but we will do our best to accommodate media and recording requirements on a first-come, first-served basis.

Distractions

Attendees are asked not to cause any distraction during meetings. The definition of a distraction is determined entirely at the Chair's discretion.
As a minimum, please avoid using flash photography or equipment that produces loud noise without prior approval. Failure to comply may result in being asked to leave by the Chair.

Public Participation

Public participation will take place only during the designated agenda item, which will be limited to a maximum of 30 minutes. During this time, members of the public are welcome to make representations, ask questions, or provide evidence relating to items on the agenda.

To assist with meeting administration, Emersons Green Town Council requests that members of the press and public email their questions in advance to clerk@emersonsgreen-tc.gov.uk no later than 12:00 noon on the day before the meeting.

In the email, please confirm whether you will attend in person or would like an officer to read your question on your behalf.

Priority for physical attendance will be given to members of the press and individuals who have submitted questions in advance—especially those wishing to present their questions personally. Remaining seats will then be allocated on a first-come, first-served basis.

At the Chair's discretion, each individual representation will be limited to no more than five minutes. During the meeting, the Chair will invite speakers who have indicated a wish to participate. Written representations may also be accepted at this time.

Standing Orders

For reference, copies of the Council's Standing Orders and all other policy documents governing meeting conduct are available on our website:
www.emersonsgreen-tc.gov.uk/town-council/council-policies

Emergency evacuation procedure: Leave via the Emergency Exit within the Council Chamber or out of the Main Entrance and convene in the Town Council Parking Spaces within the Car Park

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A G E N D A[1]
28th of September 2026

Members are reminded that this Council has a legal *duty* to consider the following legislation in the exercise of all its functions: The Freedom of Information Act 2000, The Data Protection Act 1998 & The Equality Act 2010. In addition, the Council has a *duty* to comply with the Local Government Transparency Code (2015). Furthermore, in carrying out the Council's functions, this Council *must* consider the impact of all decisions on reducing crime and disorder in the area and have regard to the protection of biodiversity. Finally, a Code of Conduct has been adopted by this Council for members to follow.

INTRODUCTION

Welcome and Introductions.

The chair of the meeting will welcome members of the public, introduce all Councillors and guest speakers, describe the emergency procedures, and make any necessary safety announcements.

PL_2026.084 Declaration of Interest – Localism Act 2011.
Under Section 31 of Localism Act 2011 and in accordance with the Councils' Code of Conduct (section 27(6) (d)), any declarations of disclosable pecuniary or personal interests must be declared and Standing Orders followed. Requests for dispensations can be considered if received in advance of the meeting and in writing to the Clerk (Proper Officer) – Localism Act 2011 S33.

PL_2026.085 Public Participation.
Members of the public will be given the opportunity to ask questions of the committee for a maximum of five minutes per person in accordance with the guidance notes.

COUNCIL ADMINISTRATION

PL_2026.086 Minutes.
To consider that the *Minutes of the Planning Committee Meeting on the **17th of August 2026***, and the ***14th of September 2026***, copies having been circulated, be approved as a correct record, and signed by the Chair.

PL_2026.087 Outstanding items.
To receive an update from the Committee Clerk.

PL_2026.088 Planning and Licensing Applications A.
To ratify the decisions made by the Committee Clerk under delegated authority, following the previous non-quorate meeting.

[1] All items listed are routine business at the discretion of the Chair, unless otherwise stated.

PL_2026.089 Planning and Licensing Applications B

To consider the Schedule of Planning and Licensing Applications at Appendix A.
No applications to consider at this time.

PL_2026.090 Planning Decisions.

To note the Schedule of Planning Application Decisions at Appendix B.

COMMUNICATIONS

PL_2026.091 Correspondence.

To note official correspondence to the Committee, copies having been circulated.

PL_2026.092 Next Meeting.

To note the next meeting of the Planning Committee is currently scheduled for:

Monday 12th of October 2026 at 1030hrs in Emersons Green Town Council Chambers.

To note the time that the business of this meeting was closed.

At the discretion of the Chair, Councillors may be invited to make Parish announcements and take part in a general discussion after the meeting.

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Appendix A

Schedule of Planning & Licensing Applications.

Items considered under delegated authority, following the meeting on the 14th of September 2026:

DATE	REF NO	LOCATION	PROPOSAL	EGTC COMMENTS
27/07/2026	P26/01792/HH	Beaumont 130 Westerleigh Road Downend South Gloucestershire BS16 6UT	Demolition of existing outbuildings and erection of detached double garage. Erection of 1.8m boundary fence.	No Objection.
03/08/2026	P26/01956/HH	46 Leap Valley Crescent Downend South Gloucestershire BS16 6TN	Demolition of existing rear area, erection of a single storey rear extension with access steps and part conversion of existing garage to form additional living accommodation.	No Objection, subject to adequate parking provision.

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Appendix B

Schedule of Planning Application Decisions.

Items to be noted at the meeting on the 28th of September 2026:

DATE	REF NO	LOCATION	PROPOSAL	EGTC COMMENTS	PLANNING DECISION
02/10/2024	P24/02335/RM	Land To The North Of Elderflower Drive Emersons Green South Gloucestershire	Erection of two storey building to form workshop and office (Class B1), with 1no. associated storage building, service yard and car parking, with appearance, landscaping, layout, scale and access to be determined (Approval of Reserved Matters to be read in conjunction with outline permission P19/09100/RVC formerly PK04/1965/O).	No Objection.	Approve with Conditions.
27/04/2026	P26/00989/F	Emersons Green Dental Practice 110 Emerson Way Emersons Green South Gloucestershire BS16 7AS	Installation of 1no. shipping container for storage.	No Objection.	Approve with Conditions.

11/06/2026	P26/01324/TRE	8 Glevum Close South Gloucestershire Emersons Green BS16 7BF	Works to 1 no. Ash Tree to carry out root pruning to facilitate installation of a root barrier 20m in length and 3.5m in depth covered by Tree Preservation Order KTPO 03/91 dated 29th July 1991.	No Objection, subject to the approval of the Sth Glos Tree Officer.	Approve with Conditions.
15/06/2026	P26/01390/HH	50 Valley Gardens Downend South Gloucestershire BS16 6SG	Raising of roof line and erection of a front porch to facilitate conversion of existing garage.	Objection, due to the lack of parking and the adverse impact it would have on the character and appearance of the street scene.	Approve with Conditions.
13/05/2026	P26/01125/F	Unit 4 Vertex Park South Oakwood Drive Emersons Green South Gloucestershire BS16 7LB	Change of use from General Industrial (Class B2) and Storage and Distribution (Class B8) to General Industrial (Class B2) and Storage and Distribution (Class B8) and/or Indoor sport, recreation and fitness (Class E(d)) as defined in the Town and Country Planning (use class order) 1987.	No Objection.	Approve with Conditions.
30/06/2026	P26/01473/HH	4 Rockside Gardens Downend South Gloucestershire BS16 6TJ	Erection of single storey rear extension and replacement of flat roof with pitched roof on side elevation to form additional living accommodation.	No Objection.	Approve with Conditions.

03/08/2026	P26/01719/HH	30 Johnson Road Emersons Green South Gloucestershire BS16 7JR	Erection of single storey rear extension to form additional living accommodation.	No Objection.	Approve with Conditions.
11/06/2026	P26/01327/CLE	Land At Lyde Green Emersons Green South Gloucestershire	Confirmation of lawful commencement of planning permission P19/16524/F.	Objection, due to the previous conditions not yet being met.	Approve Certificate of Lawfulness.
13/07/2026	P26/01608/HH	76 Westbourne Road Downend South Gloucestershire BS16 6RH	Demolition of existing garage. Erection of two storey side and single storey rear extension to form additional living accommodation. Erection of front porch.	No Objection.	Approve with Conditions.
27/07/2026	P26/01682/CLP	The Annexe The Stables Dibden Lane Emersons Green South Gloucestershire BS16 7AF	Conversion of existing garage into additional living accommodation.	No Objection.	Approve Certificate of Lawfulness
03/06/2026	P26/01259/HH	262 Badminton Road Downend South Gloucestershire BS16 6NS	Erection of first floor side and rear extensions to form additional living accommodation.	Objection due to the impact on neighbouring properties.	Approve with Conditions.

16/01/2026	P26/01604/HH	2 Primrose Road Emersons Green South Gloucestershire BS16 7HR	Conversion of garage into additional living accommodation.	No Objection, subject to adequate parking provision.	Approve with Conditions
01/07/2026	P26/01489/HH	Fairview Emersons Green Lane South Emersons Green South Gloucestershire BS16 7QL	Raising of roof line to accommodate building regulation requirements (Retrospective)	No Objection.	Approve with Conditions